

**CITY OF GUSTAVUS, ALASKA
RESOLUTION NO. CY15-03**

**A RESOLUTION TO ADOPT “POLICY AND PROCEDURE FOR SUCCESSION OF MAYORAL
DUTIES IN THE TEMPORARY ABSENCE OR DISABILITY OF THE MAYOR”**

WHEREAS, the Mayor is the Chief Executive Officer of the City of Gustavus, the Presiding Officer, and the Chief Administrative Officer (AS 29.20.160; 29.20.220; 29.20.250; City of Gustavus 2.10.010); and

WHEREAS, the Mayor remains Mayor during a temporary absence or disability, barring a vacancy declared according to the terms of AS 29.20.280, or City of Gustavus 2.20.100; and

WHEREAS, the Mayor is accountable for the appropriate execution of City business within City Ordinance, budget and policy guidelines set by the Council; and

WHEREAS, City of Gustavus 2.10.80 provides for the election of a Vice Mayor to serve in the temporary absence of the Mayor; and

WHEREAS, City of Gustavus 2.40.010(c) provides for the election of a council member to serve as acting Mayor in the temporary absence of the Mayor and Vice Mayor; and

WHEREAS, City of Gustavus Title 2 does not define “temporary absence” and is not clear about how duties are to be performed by a Vice Mayor or by an acting Mayor; and

WHEREAS, Title 2, is currently undergoing a major revision; and now, therefore, be it

RESOLVED that the City Council adopts “Policy and Procedure for Succession of Mayoral Duties in the Temporary Absence or Disability of the Mayor” attached as Appendix A, to establish an order of succession and to clarify the conduct of executive and administrative duties in the temporary absence or disability of the Mayor.

PASSED and **APPROVED** by the Gustavus City Council this 12th day of January, 2015.

Mike Taylor, Mayor

Attest: Lori Ewing, City Clerk

CITY OF GUSTAVUS Policy and Procedure

Title: Policy and Procedure for Succession of Mayoral Duties in the Temporary Absence or Disability of the Mayor

Policy

In order to provide continuity of leadership and service to the community, it is the policy of the City of Gustavus to establish a clear successional guideline for the exercise of executive and administrative duties in the temporary absence or disability of the Mayor.

Definitions

A. Presiding Officer. In accordance with AS 29.20.160, the Mayor serves as presiding officer of the City Council. In accordance with AS 29.20.220, as presiding officer, the Mayor acts as ceremonial head of government, executes official documents on authorization of the City Council, and is responsible for additional duties and powers prescribed by ordinance or resolution.

B. Executive or Administrative Officer. In accordance with AS 29.20.250, the Mayor is the chief administrator of the City and the Mayor has the same powers and duties as those of a city manager as set forth under AS 29.20.500.

C. Mayor's temporary absence or disability. "Temporary absence or disability" of the Mayor shall be defined as each period of time when:

- (1) The Mayor cannot be contacted by phone or email for more than 24 consecutive hours Monday through Friday, or;
- (2) The Mayor is physically absent from the City for more than three consecutive days Monday through Friday, or;
- (3) The Mayor requests to be temporarily excused from any or all presiding officer or executive officer duties for any reason.

The term "Temporary absence or disability" does not apply to a situation in which the Mayor's absence or disability meets the qualifications for removal in AS 29.20.280, or, City of Gustavus 2.20.100 Vacancies.

Succession

A. During the temporary absence or disability of the Mayor, the Vice Mayor shall perform all presiding officer functions of the Mayor and all executive or administrative duties of the Mayor not previously delegated in writing to the Vice Mayor or members of the council other than the Vice Mayor.

B. During the temporary absence or disability of the Mayor *and* Vice Mayor, the acting Mayor, selected from and by the City Council, shall perform all presiding officer functions of the Mayor and all executive or administrative duties of the Mayor and Vice Mayor not previously delegated in writing to members of the council other than the Mayor and Vice Mayor.

Procedure

A. General.

During the temporary absence or disability of the Mayor, the Vice Mayor, or in the absence of the Vice Mayor, the acting Mayor, shall act on behalf of the Mayor in the conduct of City work within the framework of City ordinance and council policies.

- (1) The Vice Mayor or in the absence of the Vice Mayor, the acting Mayor, shall coordinate with those council members who have been delegated specific tasks by the Mayor.
- (2) The Vice Mayor or in the absence of the Vice Mayor, the acting Mayor, shall maintain a regular part-time presence in City Hall during business hours on Monday-Friday sufficient to carry on those executive and administrative duties of the Mayor not otherwise delegated.
- (3) In the case of a planned absence, the Mayor will inform the Council and the heads of all departments of the names of those council members to whom specific duties have been delegated.

B. Presiding Officer Duties

During the temporary absence or disability of the Mayor, or when the Mayor cannot be physically present at the site of a Council meeting, the Vice Mayor or acting Mayor shall preside at council meetings, act as ceremonial head of the City, and sign documents on behalf of the City upon Council authorization.

C. Executive or Administrative Officer Duties

During a temporary absence or disability of the Mayor:

- (1) Executive or administrative duties delegated by the Mayor per City of Gustavus 2.10.010(b)(1), (11) for the period of a temporary absence or disability shall be conducted in coordination with the Mayor as phone and email communication permit. In cases where the Mayor's intentions are unknown and the Mayor cannot be contacted during his/her absence, Council Members and/or staff delegated responsibilities of the Mayor shall exercise their best judgment on behalf of the City in conformance with the general management policies set by the Council and Mayor. The Mayor shall bear ultimate responsibility and accountability for the appropriate execution of City business within Ordinance and policy guidelines set by the Council.
- (2) Executive or administrative duties not otherwise delegated in writing by the Mayor shall be assumed by the Vice Mayor, or in the Vice Mayor's temporary absence or disability, by the acting mayor, in coordination with the Mayor as phone and email communication permit. Council members will work with the Vice Mayor, or acting mayor, and City Clerk to make sure that the next general meeting agenda contains necessary action items.
- (3) Upon returning from a temporary absence or disability, the Mayor shall resume all duties delegated for the period of that temporary absence or disability, but may continue to delegate duties in accordance with City of Gustavus 2.10.010(b)(1) (11).

Signed

Mayor of the City of Gustavus

Date